



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

PROTESTANT CHAPLAIN
CONTINUOUS TESTING
OPEN SPOT FOR COALINGA STATE HOSPITAL

SALARY RANGE: \$3639-4548

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY **COALINGA STATE HOSPITAL**
SELECTION SERVICES UNIT
P.O. BOX 5000
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120

Submit an application to the address indicated above. This location is where you will establish list eligibility. Do not submit applications to the State Personnel Board

TESTING RESTRICTION **The testing period for this classification is 12 months.** You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa, or Patton State Hospitals or with Salinas Valley Psychiatric Program or Vacaville Psychiatric Program, within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE **CONTINUOUS TESTING - NO APPLICATION DEADLINE.** Testing is considered continuous as examining dates may be set at any time.

EXAM PLAN This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS **NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Currently ordained, duly accredited by, and in good standing with a nationally recognized Protestant denomination. **AND**

Education: Equivalent to graduation from college with a minimum of 12 semester units in counseling, psychology or a related field. **AND**

Either one or a combination of the following:

1. Completion of twelve months or four quarters of full-time resident clinical pastoral education certified by the Association for Clinical Pastoral Education. **OR**
2. Completion of the equivalent of two years of full-time supervised clinical or field training in pastoral care, social work, psychology, counseling and guidance, or other related fields.

(First-time graduate study, beyond graduation from college if in counseling, psychology, or a related field may be substituted for a maximum of six months of the clinical pastoral education or one year of the supervised clinical or field training on the basis of one year of graduate study for three months of clinical pastoral education or one year of graduate study for six months of supervised clinical or field training.)

AND

Experience: Two years of experience following ordination in one or a combination of the following:

1. As a chaplain in the armed services, or in a public or private institution. **OR**
2. As either a minister or assistant minister of a church, or as a missionary. **OR**
3. As an ordained minister, in a specialized field, such as church and community, counseling, guidance or education.

SPECIAL PERSONAL CHARACTERISTICS Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; ability to handle stressful situations; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.

JOB DESCRIPTION Under direction, to provide spiritual and moral guidance to State institution residents; to conduct Protestant religious services; to provide pastoral care; to give instruction; and to do other related work.

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITION LOCATION(S)	A position exists at Coalinga State Hospital.
EXAM INFORMATION	<p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">Human development, particularly or aberrant behavior and the elements of emotional maturity.Purposes of mental institutions.Methods of rehabilitation. <p>Ability to:</p> <ol style="list-style-type: none">Provide Protestant religious services and instruction in ethics, religion, and sacred music.Counsel institutional residents and their families on moral and ethical problems.Establish rapport with institution residents from a variety of denominational backgrounds.Analyze situations accurately and adopt an effective course of action. <p>If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each competitor take special care in accurately and completely filing out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
ELIGIBLE LIST INFORMATION	The resulting eligible list will be used to fill vacancies at Coalinga State Hospital only. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS PREFERENCE	Veterans Preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor’s responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor’s notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor’s ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor’s personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.